

StudyMate

Version 2.0

INSTRUCTIONAL TECHNOLOGY

Pensacola Junior College

StudyMate
2.0

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StudyMate

StudyMate by Respondus is an authoring tool that makes it easy to create Flash-based learning activities and games. You can import items from MS Word and publisher test banks making it easy to create interesting, interactive activities from existing content. The activities you create can be saved to a CD-ROM, presented on any web server, or published directly to ANGEL. Best of all, PJC has a site license!

Activity Formats

No Answer Activities

- Fact Cards
- Fact Cards Plus

One Answer Activities

- Flashcards
- Pick a Letter
- Matching
- Fill in the Bank
- Crosswords
- Glossary

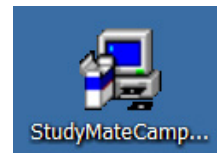
Multiple Choice Activities

- Quiz
- Challenge

Getting Started: Installing and Setting Up StudyMate

To get a copy of StudyMate software, contact the Instructional Technology department. They will send you the executable file (StudyMate Campus.exe) as well as the registration information. Save the file to your desktop then follow these directions:

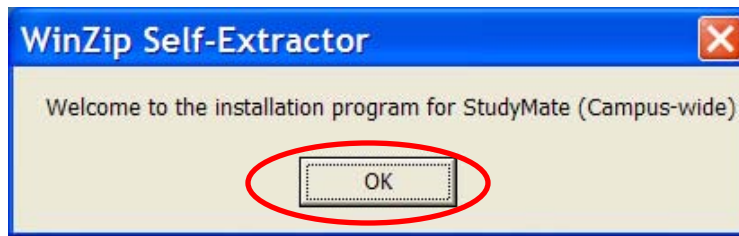
1. Double-click on the **StudyMate Campus.exe** icon.



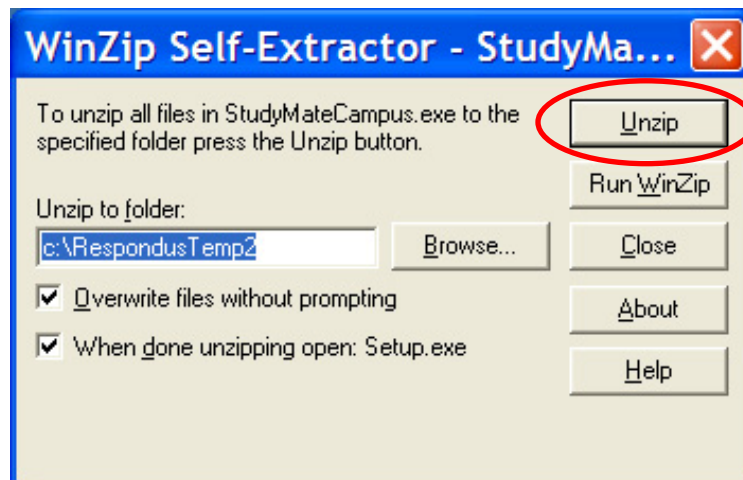
2. An Open File – Security Warning window may or may not open. Click the **Run** button if it does. If it doesn't, go to Step 3.



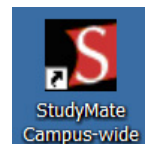
3. A WinZip Self Extractor window will open. Click **OK**.



4. When the WinZip window opens, select the **Unzip** button.



5. Click **OK** when the files are all unzipped. The StudyMate setup program will open.
6. Throughout the installation process, click **Next** whenever asked.
7. Click **Yes** to accept the license agreement
8. Click **No** to the Equation Editor option, unless you plan to use equations
9. Click **Finished** when asked. A StudyMate icon will be placed on your desktop.
10. Double-click the icon to launch the application.
11. Enter the registration information, then click the **License** button.
12. A window will open asking if you'd like to receive a newsletter. After you've made your choice, the StudyMate program will open.




Creating “No Answer” Activities

“No Answer” items can be used to present facts, statements, or any text that does not have a precise answer. Fact Cards and Fact Cards Plus are “No Answer” activities.

Edit

1. From the Start page, select the **Create** button. A Create New File window will open.
2. Fill in the fields accordingly and click **OK**. By default, the editing window for “One Answer” items will open.
3. Select the **No Answer** tab on the left. The editing window for “No Answer” items will open. The default activity is “Fact Cards.”

Note: Fact Cards are simply one-sided virtual note cards. Fact Cards Plus can divide the cards into topics.

4. Fill in the fields accordingly.
 - a. **Title of Item:** You do not have to enter a title. If you choose not to, the title will default to the first 20 characters of the next data entry field. The title does not appear anywhere on the Fact Card.
 - b. **Fact or other text:** Enter your fact here.
 - c. **Difficulty and Topic:** Optional features. Using the drop down menu, the difficulty level can be set between 1 and 5 (1=Low, 5=High). Items can also be assigned to a Topic, either an existing one or a newly created one. The small buttons located to the right of the Difficulty and Topic options determine whether an entry for that item is required. If the asterisk is selected, it becomes a required entry field. 
5. Four buttons appear at the bottom of all edit forms. The **Add to End of List** button adds the current item to the end of the Item List (located at the bottom of the screen). Use **Insert into List** to insert the current item to a specific position in the Item List.
6. The **Clear Form** button will erase all data that currently shows in the form. Finally, the **Preview** button opens a browser-like window that shows how the item will appear when exported as a Flash activity. The Preview window, which can be selected at any stage in the editing process, includes a pull-down list at top that allows a different activity or game to be previewed.

- When the fields have been entered, click the **Add to End of List** button or the **Insert into List** button to move the Fact Card to a specific place within the list.

Settings

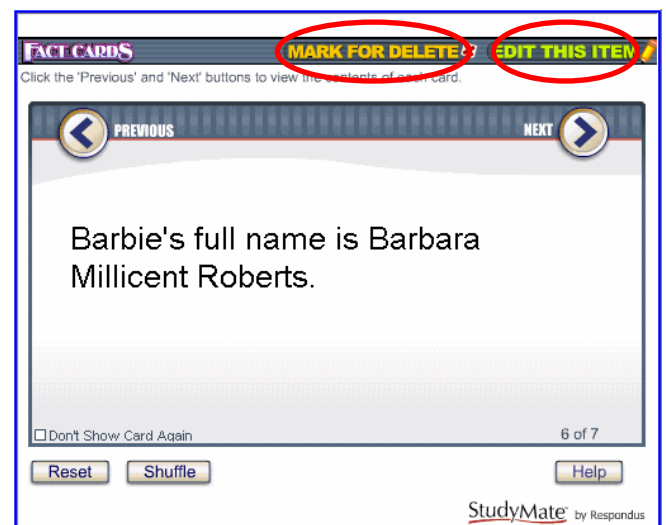
When you are finished creating the Fact Cards, select the **Settings** tab at the top of the page. The “Settings for No Answer Activities” page will open.

Each StudyMate activity, except for Glossary and Challenge, has a setting that determines whether all items available for it will be displayed during each user session. The alternative is to display a subset of the available items during user sessions.

- When using all items, determine if they should be display in random order or original order.
- If not using all items, specify a fixed number of items to display.

Previewing

- When you are finished with the settings, select the **Preview & Publish** tab at the top of the page. The “Preview” page will open.
- Select the **Preview the File** button and leave the radio button selected for **Preview with Settings**.
- Use the **Previous** and **Next** buttons as well as the other options to see how the Fact Cards work.
- If you specified difficulty and topic settings, you will see a drop down menu at the top of the window next to the heading “Activity”. Select **Fact Cards Plus**. The Fact Cards will appear according to topic.
- You can delete and edit the cards using the **Mark for Delete** and **Edit this Item** buttons located at the top of the Fact Card.




6. After previewing the file and making any necessary revisions, the next step is to publish the activity.

Creating "One Answer" Activities

"One Answer" items can be used to present words and phrases that are associated, such as terms and definitions, questions and answers, and fill in the blank questions. "One Answer" activities include Flash Cards, Pick a Letter, Fill in the Blank, Matching, Crosswords, and Glossary.

Edit

1. From the Start page, select the **Create** button. A **Create New File** window will open.
2. Fill in the fields accordingly and click **OK**. By default, the editing window for "One Answer" items will open.
3. Fill in the fields accordingly.
 - a. **Title of Item:** You do not have to enter a title. If you choose not to, the title will default to the first 20 characters of the next data entry field. The title does not appear anywhere in the activity.
 - b. **Term or Answer:** Enter the answer or term here.
 - c. **Definition or Question:** Enter the question, definition, or fill in the blank sentence here.
 - d. **Difficulty and Topic:** Optional features. Using the drop down menu, the difficulty level can be set between 1 and 5 (1=Low, 5=High). Items can also be assigned to a Topic, either an existing one or a newly created one. The small buttons located to the right of the Difficulty and Topic options determine whether an entry for that item is required. If the asterisk is selected, it becomes a required entry field. 
4. Four buttons appear at the bottom of all edit forms. The **Add to End of List** button adds the current item to the end of the "Item List" (located at the bottom of the screen). Use **Insert Into List** to insert the current item to a specific position in the Item List.
5. The **Clear Form** button will erase all data that currently shows in the form. Finally, the **Preview** button opens a browser-like window that shows how the item will appear when exported as a Flash activity. The Preview window, which can be selected at any stage in the editing process, includes a pull-down list at top that allows a different activity or game to be previewed.

- When the fields have been entered, click the **Add to End of List** button or the **Insert into List** button if you want to move the item to a specific place within the list.

Settings

When you are finished adding answers and questions, select the **Settings** tab at the top of the page. Confirm that the “Settings for No Answer Activities” page is open. If not, change the tab in the Settings column to **One Answer** as shown to the right.

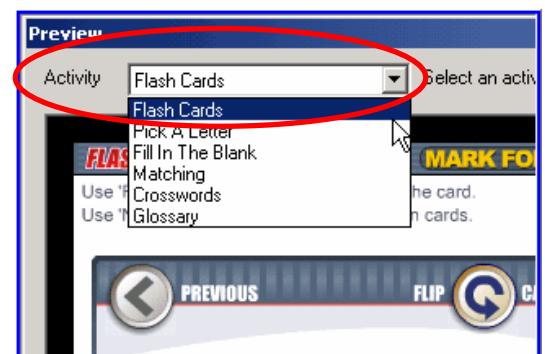
Each StudyMate activity, except for Glossary and Challenge, has a setting that determines whether all items available for it will be displayed during each user session. The alternative is to display a subset of the available items during user sessions.



- When using all items, determine if they should be display in random order or original order.
- If not using all items, specify a fixed number of items to display.
- Matching activities require at least nine items.
- Crosswords settings allow control of the number of puzzles (or "rounds") included in an activity. Another setting determines when puzzles are recompiled in the StudyMate authoring tool: each time the Preview task is started or only when a change has occurred to the StudyMate file.

Previewing


- When you are finished with the settings, select the **Preview & Publish** tab at the top of the page. The “Preview” page will open.
- Select the **Preview the File** button and leave the radio button selected for **Preview with Settings**.
- Use the **Previous** and **Next** buttons as well as the other options to see how the different activities work.
- To preview a different activity make another selection from the drop down menu at the top of the window next to the heading “Activity”.



Creating Multiple Choice Activities

A Multiple Choice item displays a question, followed by a list with one correct answer and several distracters. Answer "feedback" can be included so that students can view additional information about the answer. Multiple Choice activities include Quiz and Challenge. Challenge requires that you have at least ten items.

Edit

1. From the Start page, select the **Create** button. A **Create New File** window will open.
2. Fill in the fields accordingly and click **OK**. By default, the editing window for "One Answer" items will open.
3. Select the **Multiple Choice** tab on the left.
4. Fill in the fields accordingly.
 - a. **Title of Item:** You do not have to enter a title. If you choose not to, the title will default to the first 20 characters of the next data entry field. The title does not appear anywhere in the activity.
 - b. **Question wording or definition:** Enter the question here.
 - c. **Answers:** Enter each answer choice on a separate line. It's possible to have the answer choices (distracters) displayed in random order for a question. Simply select the "randomize" box.
 - d. **Feedback:** Click the **Feedback** button to open an editing window. When the feedback text has been entered, click the **X** at the top right corner of the feedback window to close it.
 - e. **Answer is:** Select the correct answer from the drop down menu.
 - f. **Difficulty and Topic:** Optional features. Using the drop down menu, the difficulty level can be set between 1 and 5 (1=Low, 5=High). Items can also be assigned to a Topic, either an existing one or a newly created one. The small buttons located to the right of the Difficulty and Topic options determine whether an entry for that item is required. If the asterisk is selected, it becomes a required entry field. 
5. Four buttons appear at the bottom of all edit forms. The **Add to End of List** button adds the current item to the end of the "Item List" (located at the bottom of the screen). Use **Insert Into List** to insert the current item to a specific position in the Item List.
6. The **Clear Form** button will erase all data that currently shows in the form. Finally, the **Preview** button opens a browser-like window that shows how the item will appear when

exported as a Flash activity. The Preview window, which can be selected at any stage in the editing process, includes a pull-down list at top that allows a different activity or game to be previewed.

7. When the fields have been entered, click the **Add to End of List** button or the **Insert into List** button if you want to move the item to a specific place within the list.

Settings

When you are finished adding answers and questions, select the **Settings** tab at the top of the page. Confirm that the “Settings for Multiple Choice Activities” page is open. If not, change the tab in the Settings column to **Multiple Choice**.

Each StudyMate activity, except for Glossary and Challenge, has a setting that determines whether all items available for it will be displayed during each user session. The alternative is to display a subset of the available items during user sessions.

1. When using all items, determine if they should be display in random order or original order.
2. If not using all items, specify a fixed number of items to display.
3. If feedback is included for each question, select **Show feedback after each question**. If not, deselect the checkbox.
4. **Show score after each quiz** and **Review missed questions** are selected by default.

Previewing

1. When you are finished with the settings, select the **Preview & Publish** tab at the top of the page. The “Preview” page will open.
2. Select the **Preview the File** button and leave the radio button selected for **Preview with Settings**.
3. Use the **Previous** and **Next** buttons as well as the other options to see how the different activities work.
4. To preview a different activity make another selection from the drop down menu at the top of the window next to the heading “Activity”.

Note: If you do not have at least ten items, the only multiple choice activity that can be created is a Quiz.

Importing Questions

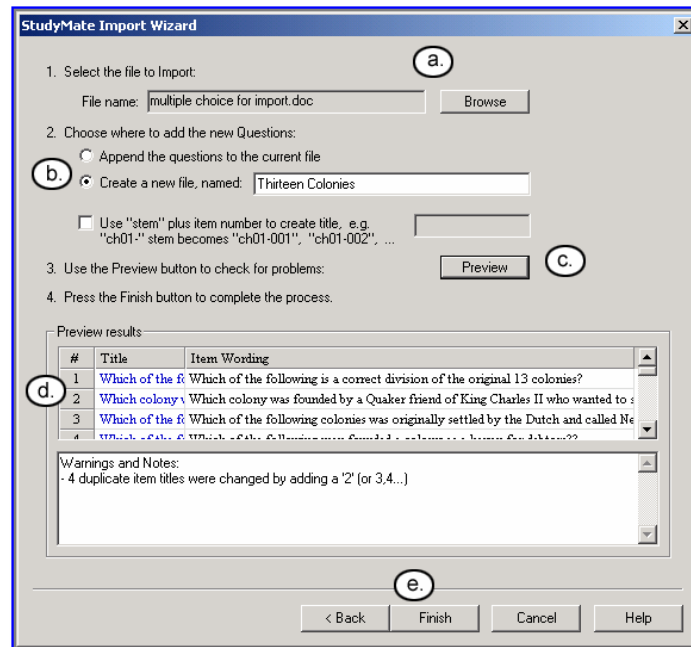
StudyMate allows the importing of “No Answer”, “One Answer”, and Multiple Choice items. Although a StudyMate file itself can contain a mix of these three types, a file being imported by StudyMate must contain only one type of item at a time. To import more than one type of item to a StudyMate file, you must import the item types separately, then compile them in StudyMate.

The text being imported must be formatted according to the guidelines discussed in the **Import Questions Formats** section of this document. Once the text is in the proper formatting, the Import Wizard will guide you through the importing process.

Importing a Text Document

1. From the Start page, select the **Import Wizard** button. A **StudyMate Import Wizard** box will open.
2. Select the button for **MS Word, Rich Text, or Text**, then click **Next**
3. Indicate the item type, and click **Next**.
4. The next window shows the proper format requirements for Multiple Choice items. If your file is formatted correctly, click **Next**.
5. Locate the file for import, then fill in the fields accordingly.
 - a. **Select File to Import: Browse** to locate the file on your computer. Highlight the file, then click **Open**. The file name will appear in the File name field.
 - b. **Choose where to add the new Questions:** Choose either to append questions to the current open file, or choose to Create a new file. If creating a new file, specify a name.
 - c. Click the **Preview** button to begin the import and check for problems.
 - d. Results will show in the preview window. Any warnings or notes will show in the bottom window.

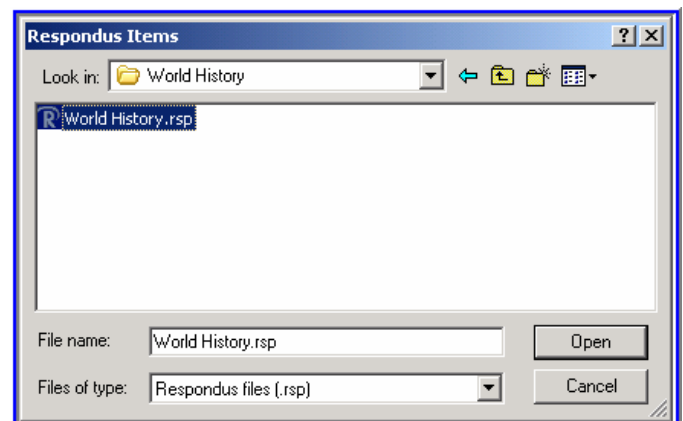
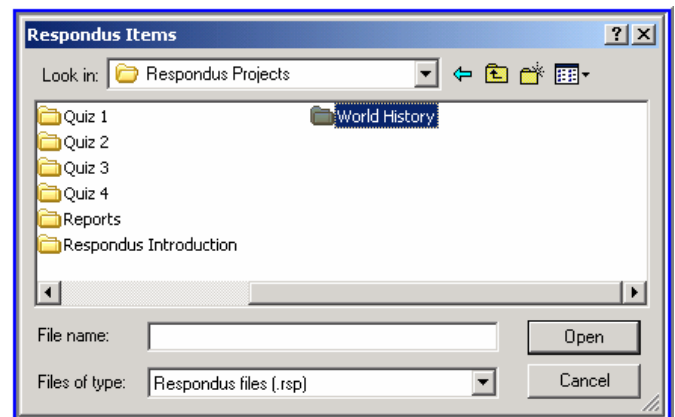
Note: Be aware that some warning messages don't actually require that changes be made to the file being imported. For instance, StudyMate will generate a warning message if two items being imported have the same title (StudyMate will automatically place the number "2" at the end of the second title to make it distinct from the first).
 - e. Click **Finish** to complete the process.
 - f. Click **OK** when the File Saved box opens.



Importing a Respondus File

Importing a Respondus file is very similar to importing a text file, with one exception. You are offered some additional options with regards to Question Types and answer choices.

Note: Unless you've saved them elsewhere, by default Respondus files are save on your computer's Local Disk (C:) drive in a folder called Respondus Projects.



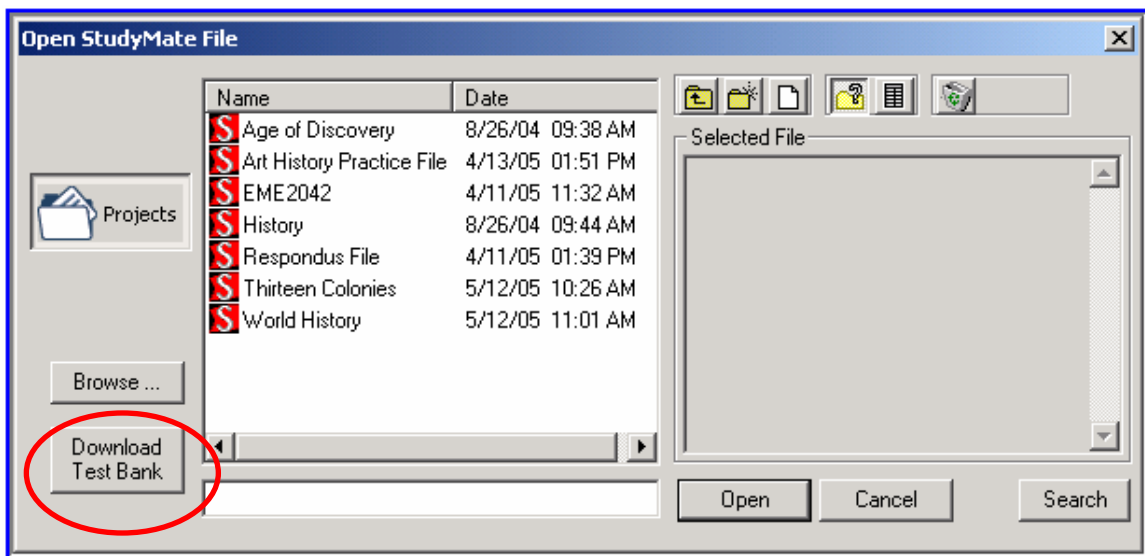
Once located, open the project folder of the file you wish to import and select the **.rsp** file.

- a. Click **Open**. The file name will appear in the File name field.
- b. **Choose where to add the new Questions:** Choose either append questions to the current open file, or choose to Create a new file. If creating a new file, specify a name.
- c. Click the **Preview** button to begin the import
 - i. “A Preferences for Importing Respondus Files” window will open allowing you to make some choices regarding the questions types and answer choices. Make your selections, then click **OK**.
 - ii. Changes made to the file appear in the next window. You have the option to save the log. Choose Save Log to File if you’d like, otherwise, click **OK**.
- d. Results will show in the preview window. Any warnings or notes will show in the bottom window.
- e. Click **Finish** to complete the process.
- f. Click **OK** when the File Saved box opens.

Downloading Publisher Test Banks

To download a publisher’s test bank:

1. From the Start page, select the **Open** button.
2. In the Open StudyMate File window, click on the **Download Test Bank** button.



Note: The **Download Test Bank** button is used to download publisher test banks that have been made available through the Respondus Test Bank Network (for more details, see <http://www.respondus.com/testbank>).

- To download a test bank, enter the File Code that has been supplied to you by the publisher. If applicable, also enter the password and any additional information that has been provided to you. StudyMate will then locate and download the test bank file.

Download a Publisher Test Bank File

Enter the file code and optional password for the publisher test bank file you want to download.
(Sample file: 827455-0079926046, no password.)

Ask your publisher for the test bank code for your textbook.

File Code File Password

If instructed to do so, also enter a Server User and Server Password

Server User Server Password

Please enter the following information for verification purposes

Your Name: Institution: E-mail Address:

Download Progress: -not downloading-

Note: Since the file being downloaded is in Respondus format, it will need to be converted to StudyMate format.

- Following the download step, StudyMate will display various options regarding the conversion of the file to StudyMate format. Select the desired options and click **OK** to complete the conversion.

Import Question Formats

Format Requirements for "No Answer" Items

StudyMate can import "No Answer" items from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). However, the file must first be organized in the "Standard Format," which is actually quite simple:

```
<fact1>
  <blank line1>
  <blank line 2>
<fact2>
```

This translates into the following example:

Albert Michelson determined the exact speed of light

Albert Einstein developed the General Theory of Relativity

It's important to remember that this formatting requires at least **two blank lines** between each item. That's because a single blank line indicates a new paragraph for the same item, not a new item altogether. Also note that enhanced formatting such as bold and italics will be retained by StudyMate when items are imported from an .rtf or .doc file.

Format Requirements for "One Answer" Items

StudyMate can import "One Answer" items from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). However, the file must first be organized in the "Standard Format," as shown below.

```
<term1>  
<definition1>  
    <blank line1>  
    <blank line 2>  
<term2>  
<definition2>
```

This translates into the following example:

Albert Michelson
Determined the exact speed of light

Albert Einstein
Developed the General Theory of Relativity

It's important that at least **two blank lines** appear after each item. That's because a single blank line indicates a new paragraph for the same item, not a new item altogether. Also note that enhanced formatting such as bold and italics will be retained by StudyMate when items are imported from an .rtf or .doc file.

Format Requirements for Multiple Choice Items

StudyMate can import Multiple Choice questions from a MS Word document (.doc), a rich-text file (.rtf), or a text file (.txt). The .doc and .rtf files cannot contain images or embedded objects, such as tables. (If a StudyMate warning indicates that the document being imported contains images or embedded objects, the easiest way to strip these items is to save the file to .txt format.)

Multiple Choice items must be organized in the "Standard Format" (as shown below) before they can be imported.

Note: The question number can have either period or a parenthesis after it. The example below shows a period.

3. Who determined the exact speed of light?

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- d. Guglielmo Marconi

The correct answer for a multiple choice question is indicated by placing an asterisk (*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice).

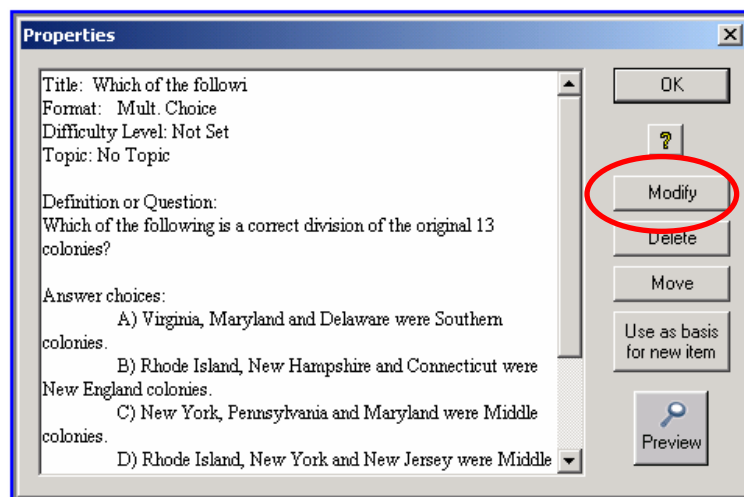
Note that only letters "A-J" should be used to indicate a correct answer since StudyMate activities only support a maximum of 10 answer choices per question.

If a correct answer is not specified, StudyMate will automatically select answer choice "A" as the correct answer. You will be warned if a question does not have a correct answer specified for it prior to completing the import.

Editing Files

The Edit menu in StudyMate allows new items to be added to a file or current items to be edited.

1. From the Start page, click **Open**.
2. Locate the file to be edited, highlight it, then click **Open**.
3. Click on the question to be edited. In the properties window, click the **Modify** button.



4. This places the question in the editing window.

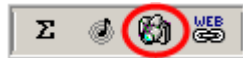
Adding Bold, Italics, Underline, and Super/Subscript

1. To add bold, italic, and underline to words. Simply highlight the text you want to modify and click the appropriate **B**, *I* or U button on the tool bar. The text will immediately change to the selected formatting.
2. The superscript **X²** and subscript **X₂** tools function in the same manner.
3. To remove the formatting, highlight the text again and reselect the corresponding button from the toolbar.
4. Click the **Save Changes** button when finished.

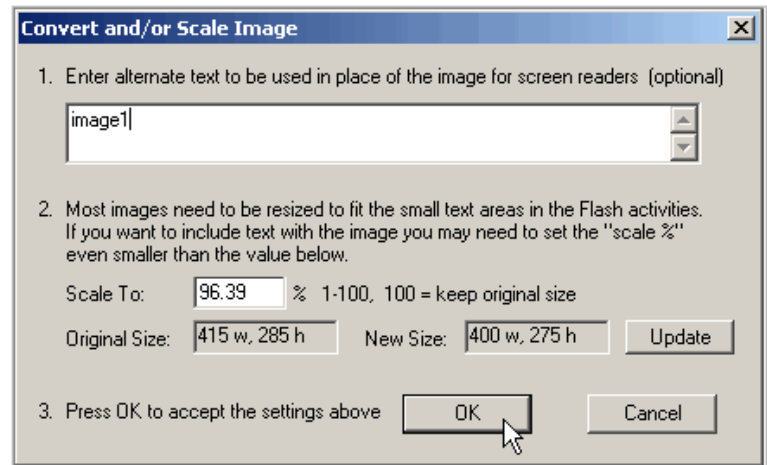
Adding Images

Images can be added in StudyMate, but should be used sparingly because they can significantly increase the size of the Flash object.

1. Open the question in the editing window.
2. Images can only be added in the Definition or Question field. Place the cursor where you want the image to be added. The image may be the only thing in the field or it could be placed before or after any text that makes up part of the definition or question.
3. Click the "Insert image" icon on the toolbar, which is represented by a camera.



4. A pop-up window will let you navigate to and select the image, provided that it is in one of these formats: bmp, gif, jpeg, png, pcx, and emf.
5. After selecting an image, a window with several options will appear.
6. It is recommended that alternate text (something other than the image name) be entered in the field provided.

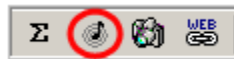


7. If the image is over 400 x 300 pixels, StudyMate will reduce it to the required size and show the new dimensions in the New Size box. An image can be made even smaller by manually adjusting the value for the "Scale to" field.
8. Click **OK** to close the window and return to the Edit menu. You will now see a set of green characters like **<PIC_1>** that represents the image. Be sure to preview all images prior to saving the item to the file. This will assure that the image size and position is as intended.
9. To delete an image, position the cursor in the same field where the item is located. Then click the "Insert Image" icon on the toolbar (the camera icon) and select the option to delete an existing image or AV file.

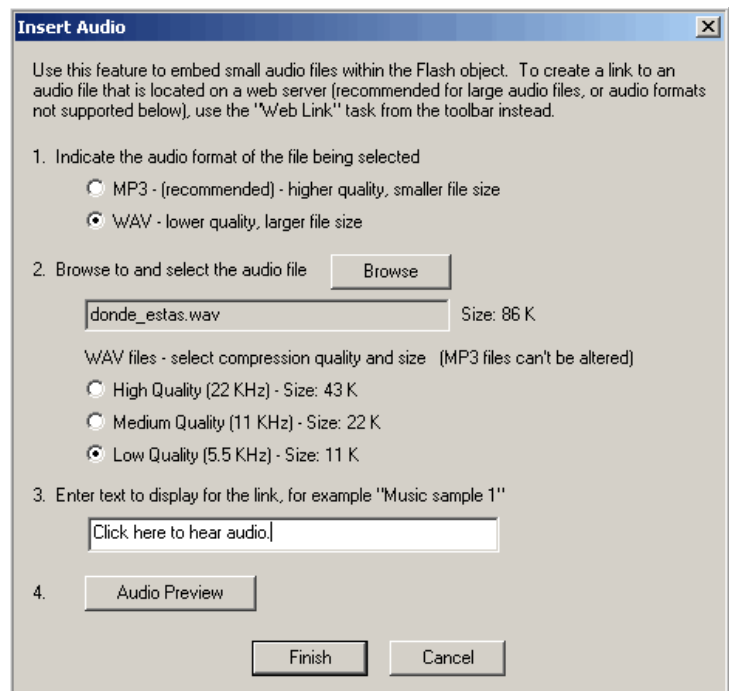
Adding Audio Files

Audio files can be added to the Definition/Question field in StudyMate, but should be used sparingly because they can significantly increase the size of the Flash object. Both MP3 and WAV files can be used.

1. Open the question in the editing window.
2. Audio files can only be added in the Definition or Question field. Place the cursor where you want the audio added. The audio may be the only thing in the field or it could be placed before or after any text that makes up part of the definition or question.
3. Click the "Insert Audio" icon on the toolbar, which is represented by a musical note.



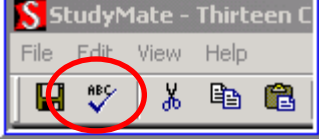
4. The Insert Audio box will open.



5. Indicate the audio file format.
6. Click the Browse button to locate and select the file from your computer.
7. Select the compression quality for WAV files. MP3 files cannot be altered.
8. Enter text that will be used as a link to the sound file in the activity.
 - a. Example: Click here to hear audio.
9. You can preview the audio file if you'd like.
10. Click the Finish button when done.
11. You will now see a set of green characters like <AV_1> in the Definition/Question field.
12. To delete an audio file, position the cursor in the same field where the item is located. Then click the "Insert Audio" icon on the toolbar (the musical note) and select the option to delete an existing audio clip and click OK.
13. Remember to click Add to End of List (if it's a new item) or Save Changes (if you are modifying an existing item).

Spell Check

The Spell Check feature, which is located on the toolbar for the Edit menu, will search the currently open file for spelling errors and allow corrections to be made.

1. Open the file to be checked for spelling.
2. Click on the Spell Check icon.
 
3. Once the Spell Check feature is started, it will search for words that do not match items stored in the dictionary.
4. If the word is not found in the dictionary, you are given the option to **Change** the word to one that is suggested, to **Ignore** the identified word, to **Change All** such words in the file to one you select, or to **Add** the word to the dictionary.
5. If you want to make more detailed changes to the question, click the **Edit This Question** button, which will close the spell checker and make the question available for editing.
6. When StudyMate is finished checking the file, click **OK**.

Modifying Rearranging, or Deleting Items

It is easy to modify, move, or delete an item in StudyMate.

1. From the Edit menu, select an item from the Item List by clicking on its "Title."
2. A window appears that displays the entire properties for the question. On the right side of the window are several options.
 - a. **OK** closes the window
 - b. **Modify** opens the item in the edit window.
 - c. **Delete** removes the item.
 - d. **Move** places the item in a different position in the Item List
 - e. **Use as basis for new item** places the item in the Edit window to be used to create a new item.
 - i. At this point you can rename the title and make any other changes you like.
 - ii. When finished, add or insert the item to the Item List.
 - f. **Preview** shows how the item will look when published.

Publishing Files

The Publish Wizard is available from the Preview & Publish menu and will guide you through the steps of publishing or exporting the final Flash object.

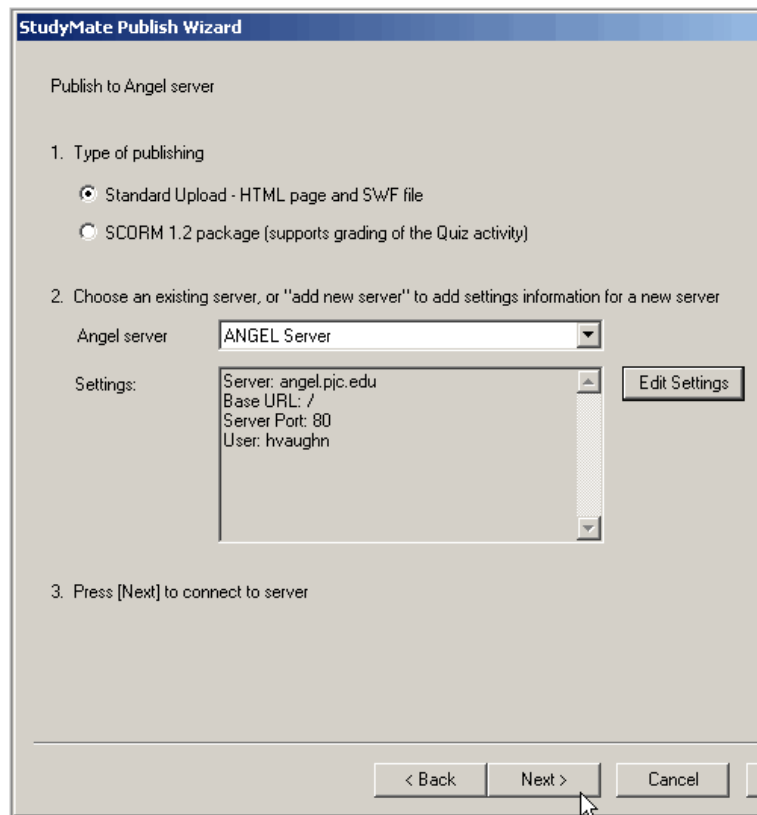
1. Click on the **Preview & Publish tab**
2. Click on the **Publish** tab in the left hand column.
3. Click on Publish Wizard
- 4.

Publishing to an ANGEL Course

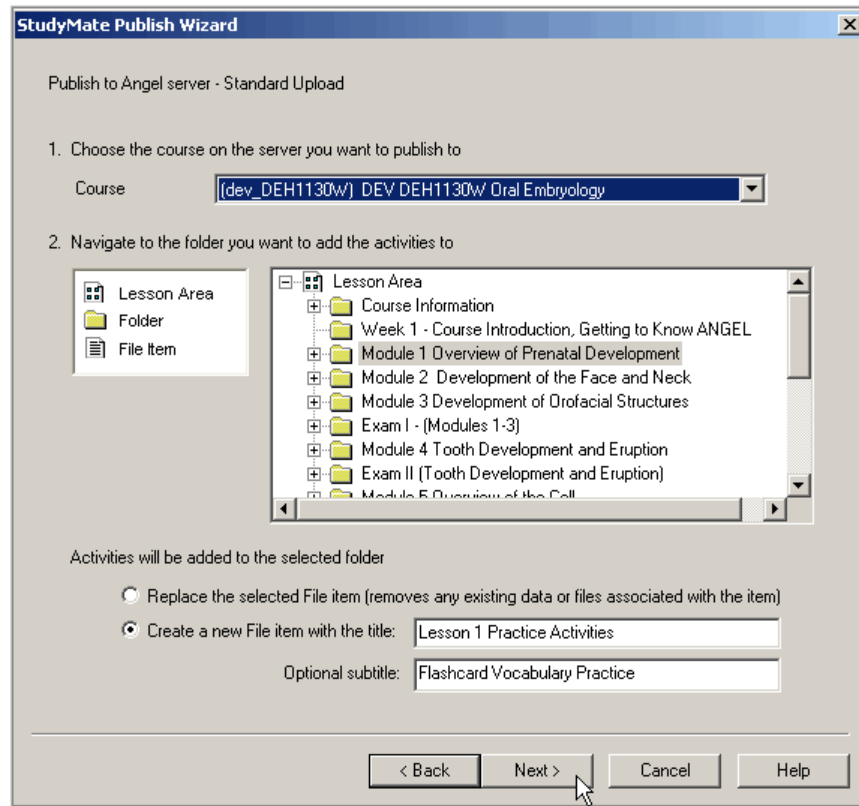
The first page of the wizard lists the activities and games that can be included with the Flash object that is being output. Deselect any activity that you want excluded from the Flash object. If an activity is dimmed, it means there aren't enough items in the file for that activity.

1. Click **Next** to continue.

2. To publish to your ANGEL course, the button to Publish directly to a course management system. Make sure ANGEL 6.3+ is selected from dropdown menu, and then click **Next**.
3. Under Types of Publishing, choose Standard Upload - HTML page and SWF file
4. If this is your first time sending a StudyMate file to an ANGEL course, you will need to get the server settings.
 - a. NOTE: These next few steps (5 – 12) will only have to be done the first time you try to send a StudyMate file to your ANGEL course.
 - b. Skip to Step 13 if this is not your first time connecting to your course.
5. For the ANGEL server field, choose **-add new server-**
6. If you are currently logged into the Internet or working from your office computer, you can access the preconfigured server settings for PJC. Select **Yes** and click the **Next** button.
7. Section 1 – Enter a name to identify the server. ANGEL is good.
8. Section 2 – Enter your ANGEL User name and Password. Remember that the password is case-sensitive.
9. Section 3 - Select **Run Connection test** and click **Next**. A new window will open.
10. This next window should show that your connection test has run successfully. If so, click **Next**.
 - a. NOTE: If it doesn't and you have difficulty connecting to and publishing activities to your ANGEL course please call Instructional Technology at 484-1970.
11. Click **Finish**
12. You will be returned to the Publish to ANGEL server window. Your settings should look something like those in the image on the next page.



13. Click **Next** to connect to your ANGEL course.
14. Section 1 – Select the course you are publishing to from the dropdown list
15. Section 2 - Navigate to the folder where you want the activities added.
16. Choose to **Create a new File item**. Add a title (mandatory) and a subtitle (optional) and click the **Next** button.



17. Enter a title for the activity.

18. Enter any optional text.

19. Choose whether or not to display a title within the activities themselves. Click **Next**.

20. StudyMate will send the file to the location you specified in your ANGEL course.

21. When completed, click the **Finish** button.

22. Log onto your ANGEL course to check to see if the activities work as expected.

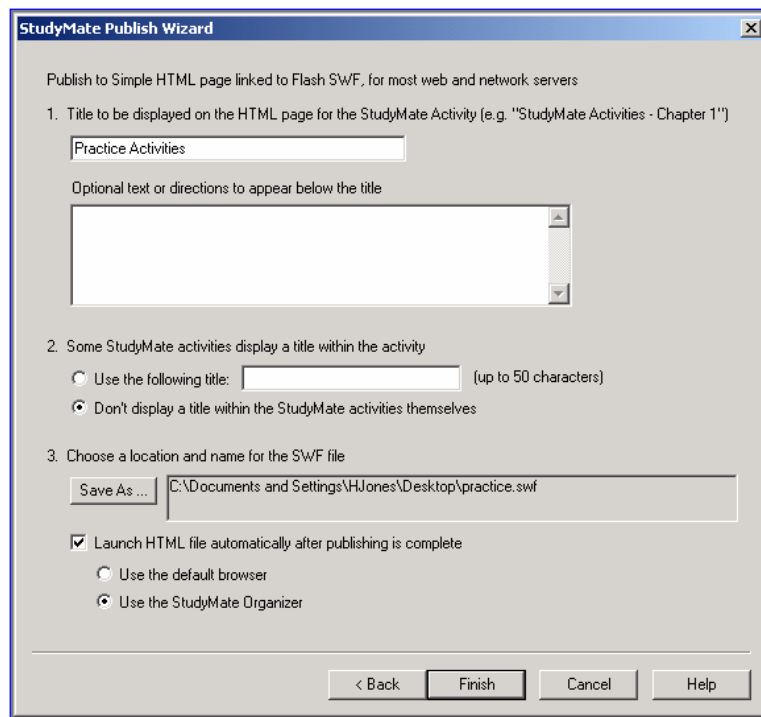
Exporting to HTML and Flash

Once in the Publishing Wizard, the first page of the wizard lists the activities and games that can be included with the Flash object that is being output. Deselect any activity that you want excluded from the Flash object. If an activity is dimmed, it means there aren't enough items in the file for that activity.

1. Click **Next** to continue.

2. To publish for use outside of ANGEL, select the **HTML + SWF** button, then click **Next**.

3. Add a title to be displayed on the web page.
4. Add optional text if wanted.
5. Choose whether or not to display a title within then activities themselves.
6. Click the Save As button and specify a location to save the file.
7. Choose to use the default browser or the StudyMate Organizer.
8. Click the **Finish** button.



9. Once published, the activity contains two files, an HTML file (the webpage) and a SWF file (the Flash object).
10. Upload to any web server.

Print Options

StudyMate allows you to preview questions and items or save them to MS Word format for further enhancement and printing.

1. To begin, go to the **Preview and Publish** menu in StudyMate and select the **Print Options** tab.

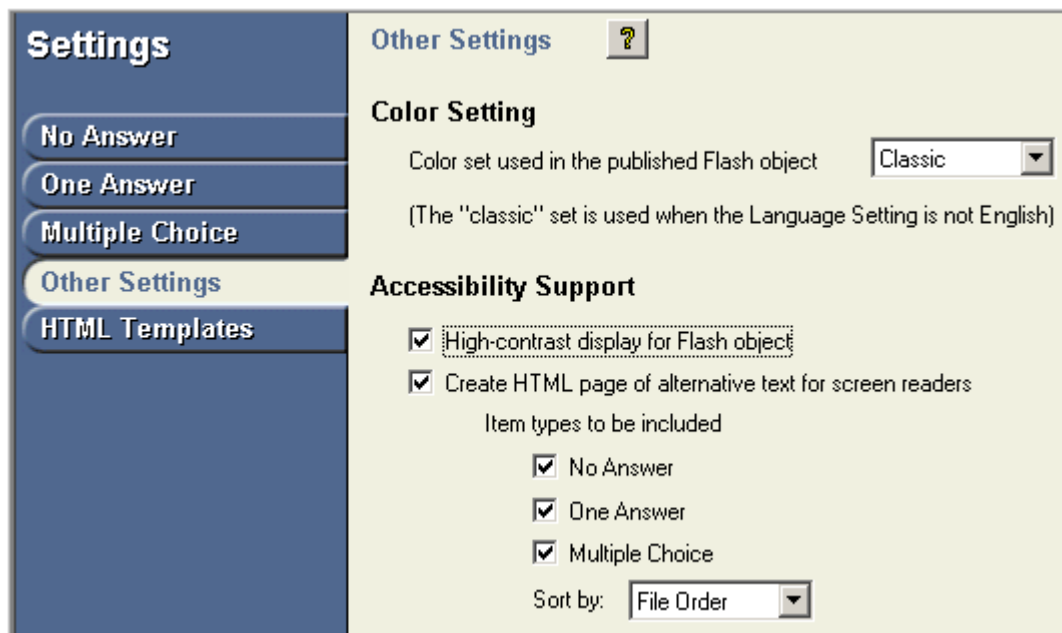
2. Select the **Formatting** options that are desired, including the type and range of items to be included in the printout.
3. For **Top of Page Contents** specify the "header" information to appear at the top of pages, such as a person's name, the file name, or the date.
4. **Printing Choices:** You can preview the file (formatted selections will be displayed), save the file to MS Word or rich-text format, or send the file directly to a printer.

Accessibility Options

StudyMate provides the option of publishing your activities so they are also accessible to those using assistive technologies. The following support options are available:

- Input - For each published activity, both the TAB and ENTER keyboard interface as well as mouse interface are created by default and can be used as input options.
- Display – A high contrast display can be chosen for final output.
- Screen Readers – An HTML page of alternative text can be created that fully supports all assistive technologies compatible with web browsers including input, magnification, and screen reader technologies.

To include these options, click on the Settings tab, then open the Other Settings option as shown in the graphic below.



Additional Resources

StudyMate Online

<http://www.respondus.com/products/studymate.shtml>